



Human Resources Newsletter

January 2003 News

What's New, What's Hot

• **PPR Transition Period:** For employees who will be rated after 10/10/02, Rating Supervisor may use the existing SF-15 provided Page 1 of the new form is also completed/attached to the existing form. In the event a rating is contested, HQ HR will forward Page 10 (signature page) of the new form to affected parties for completion and documentation of the review process. For employees whose Planning Form will be completed after 10/10/02, the new form shall be used.

• **Reminder of available flexible work options** (see PPM 10 for details):

• **Flextime:** Five eight hour days; must work during core hours (9:00 a.m. through 3:30 p.m.); may start/finish between 7:00 a.m. & 9:00 a.m. and 3:30 p.m. & 6:00 p.m., respectively.

• **Compressed Work Week:** 40 hours per week in fewer than 5 full days; may not start before 6:00 a.m. or finish later than 6:00 p.m.

• **Reduced working hours (part time):** Employee works minimum of 20 hours per week on a fixed schedule; certain benefits are reduced; leave is accrued based on number of hours worked.

• **Job Sharing:** Two part-time employees assigned to same position; each works minimum of 20 hours per week.

• **Telecommuting:** Limited to certain positions; allows employee to work at home.

• **HR Contact:** Susan Pellegrin, (225) 379-1292

• **Reminder of available optional pay adjustments of up to 10%** (see PPM 52 for details):

• **Used to recruit/retain valuable employees, compensate for certain additional duties, or to adjust pay differentials between comparable employees. [CS Rule 6.16.2]**

• **HR Contact:** Barbara Ingraham (225) 379-1291.

Special Events

• Jan 1-2 - Holiday (Happy New Year)

• Jan 3 - Deadline for submitting nominations for Employee of the Year, Manager of the Year and Best Team Effort of the Year

• Jan 7-8 - C.S. Commission Hearing

• Jan 15 - New Employee Orientation for HQ B.R

• Jan 15 - SCHR Meeting (8 a.m. to noon)

• Jan 20 - Martin Luther King Jr. Day (holiday)



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January 2003 News (Continued)

HR Unit Updates

Compensation Unit

Listed below are the SCHR dates for 2003:

2003 SCHR DATES

AND

REQUEST SUBMISSION DEADLINESSCHR Meeting

		•Request Submission Deadline
	•-----	January 15
•December 31	•-----	
	•-----	•February 19
•January 31	•-----	
	•-----	•March 19
•February 28	•-----	
	•-----	•April 16
•March 31	•-----	
	•-----	•May 21
•April 30	•-----	
	•-----	•June 18
•June 2	•-----	
	•-----	•July 16
•June 30	•-----	
	•-----	•August 20
•July 31	•-----	
	•-----	•September 17
•September 2	•-----	
	•-----	•October 15
•September 30	•-----	
	•-----	•November 19
•October 31	•-----	
	•-----	•December 17
•December 1	•-----	